

YELLOWSTONE COUNTY
REQUEST TO EXPEND

This form is to be completed for all capital outlay requests (a single item costing \$500.00 or more with a useful life of at least one year). Please attach all pertinent paperwork with price quotes, if available, and forward to the Purchasing Department with a completed purchase requisition. The account numbers and budget balance lines must be completed by the requesting department. Please use the most recent budget report to obtain this information. This data will be verified by the Purchasing Department. If the item(s) to be purchased are over the budgeted amount or were not budgeted, Commissioners approval is required prior to placing the order.

Item(s) requested: HP Color LaserJet Enterprise M653dn J8A04A - \$1,735.00

HP LaserJet Enterprise M608n K0Q17A - \$1,533.00

Cost: \$3,268.00

Other costs: _____

Less trade-in/discount: _____

Net cost of request: \$3,268.00

Explanation of purchase: Color printer and monochrome printer for VWs to send out victim

notifications and print pictures for trials

County Attorney _____ 5/11/2020

Department _____ Elected Official or Department Manager Date

BUDGET INFORMATION

Account Numbers: 2915.000. 277. 420011.940
2301.000.122.411100.940

Budget Balance: grant budget + approved by
State - ji 5.12.2020

Is this a budgeted item? No

Finance Note: will move budget from

230 to 940 as approved by MBCC.

Purchasing Agent _____ Date 05/12/2020

COMMISSIONER ACTION

Approved: Yes _____ No _____

Tabled: _____

Date: _____

Votes: Yes _____ No _____

Chairperson _____

Member _____

Member _____